

GRANTEE MILEAGE REIMBURSEMENT FORM

INSTRUCTIONS: Organizations that receive a Shooting Range/Hunter Recruitment grant from the DNR may be reimbursed for eligible mileage costs related to implementation of the project based on the cost-share rate for the grant program and not to exceed the grant amount. Members of organizations designated to work on the project should use the form below to track project-related mileage costs. This form may be used by the organization to justify mileage reimbursement to members. This form also must be submitted to the DNR in support of reimbursement being sought from the DNR. Current business rate per mile for passenger cars can be found on the IRS website: <https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates> and WI DOT Equipment Rates can be found at: http://dnr.wi.gov/aid/documents/dotequiprates_standard.pdf.

Grantee's Name:		DNR Grant No:
Project Title:		
Driver's Name:		

Date	From (City, Village, Town)	To (City, Village, Town)	Purpose of Travel	Total Miles	Rate/Mile	Total (Total Miles x Rate/Mile)	Driver Signature (must sign for each date)
Totals:							

Questions about the use of this form should be directed to: Bobbi Winebar, DNR Shooting Range Grant Manager, 920-662-5175

*Non-members of organizations who have helped with the project and would like to be reimbursed for their mileage need to submit an invoice to the organization (with all pertinent information on invoice) and be paid directly from the organization. The organization may then submit the invoice and proof of payment for reimbursement.